

Proposal Preparation Checklist	RFP Reference	Compliance
Format and Instructions for Proposal Submission - General	L.8	
Each binder contains a cover sheet and spine that cites the Offeror's name, solicitation name and number, volume number, volume title, and if appropriate, the number of binders within the volume, e.g., Binder # or #.	L.8	
Each binder is marked to indicate whether it is an original or copy	L.8	
Paper size is 8" x 11" with printing on one side.	L.8	
Typewritten or printed letters shall be 12 point Arial (no less than 8-point font on graphs and 10-point font on tables and each page has adequate margins (at least one inch)	L.8	
Offeror submitted a certification that the hardcopy version of the proposal is exactly the same as the electronic version	L.8	
Volume No. 1 - Managed Services Proposal - Transition and Core Technical Requirements	L.8	
An original and 9 paper copies were included in the submission of the proposal	L.8	
Two electronic copies were included in the submission of the proposal	L.8	
The page limitation was met (100 pages, plus 25 pages for the Transition Plan)	L.8	
Volume No. 2 - Managed Services Proposal - Core Program-wide Operations, Support Services Requirements and Past Performance	L.8	
An original and 9 paper copies were included in the submission of the proposal	L.8	
Two electronic copies were included in the submission of the proposal	L.8	
The page limitation was met (100 pages, plus 25 pages for the Quality Control Plan)	L.8	
Volume No. 3 - Business Proposal	L.8	
An original and 2 paper copies were included in the submission of the proposal	L.8	
Two electronic copies were included in the submission of the proposal	L.8	
Volume No. 4 - Price Proposal	L.8	
An original and 3 paper copies were included in the submission of the proposal	L.8	
Three electronic copies were included in the submission of the proposal	L.8	
Format and Instructions for Proposal Submission- Specific	L.10	
Volume No. 1 - Managed Services - Technical Requirements and Transition	L.10.1	
Tabs A through I	L.10.1	
Volume No. 2 - Managed Services - Program Operations and Management	L.10.2	
Tabs A through F	L.10.2	
Volume No. 3 - Business Proposal	L.10.3	
Tabs A through H	L.10.3	
Volume No. 4 - Price Proposal	L.10.4	
Tabs A through E	L.10.4	